

# Department of Accounts

## Payroll Bulletin

Calendar Year 2006

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov)

#### State Payroll Operations

**Director** Lora L. George  
**Assistant Director** Cathy C. McGill

## Implementation of Service Area Structure for FY 2007

### Overview

A memorandum from General Accounting and Payroll related to the implementation of the new Service Area Structure was distributed on March 15. This document provides an overview of the changes required for systems maintained by the Department of Accounts. The memo may be accessed from this link: [http://doa.virginia.gov/General\\_Accounting/MEMOServiceArea.pdf](http://doa.virginia.gov/General_Accounting/MEMOServiceArea.pdf)

This bulletin explains in more detail the steps that must be taken in order to ensure that all payroll transactions are charged to the appropriate accounts. **Detailed instructions may also be found in CAPP Topic 50125, Programmatic Data.**

### Evaluate and Plan: Timing is Critical

Agencies will need to evaluate and plan the necessary changes to CIPPS programmatic coding as the time frame for making these changes is limited.

The new expenditure structure for your agency must be in place in CIPPS when the first payroll to be charged to FY 2007 is certified and cannot occur until after the 5/25- 6/09 payroll has been certified. Final certification for the 6/10-24 pay period is Tuesday, June 27.

Effective June 19, all payrolls will be charged to FY07 which will require the **revised** programmatic coding. The only exception to this is payrolls calculated on Wednesday, June 28 which will be charged to FY06 and require the **current** coding structure. *Special attention should be given when planning any special, weekly, and bi-weekly payrolls to be processed near the end of the fiscal year to ensure the correct expenditure coding is used for the **corresponding** fiscal year to be charged.* It is prohibited to calculate a check with a June date that will be charged to FY07.

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## Implementation of Service Area Structure for FY 2007, continued

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### NSSA Tables

Each agency must establish valid “company account codes” for the revised coding structure via the NSSA programmatic data table. This table validates the corresponding CARS coding against the CARS database. Once validated, the agency unique code/CARS coding correlation is loaded to CIPPS at the agency level. This is required prior to data entry for employee level programmatic coding (HMBU1).

### NSSA Security

Security to enter programmatic data is given whenever a CIPPS Security Authorization Request form is received at DOA for update capabilities in CIPPS. NSSA access is also available on an individual basis upon request. The Security Form may be found on our website at:

[http://www.doa.virginia.gov/Payroll/Forms/Payroll\\_Forms\\_Main.cfm](http://www.doa.virginia.gov/Payroll/Forms/Payroll_Forms_Main.cfm)

### Timing

The NSSA table should be updated as early as possible, but changes cannot be made until CARS has been updated by DOA. **CARS table changes will be complete by May 15.** Data entered into NSSA by 4:00 pm is generally available for use in CIPPS the following day. Data entered after 4:00 pm will not be established until the following night, delaying availability by one day.

### Company Account Codes – Special Note

Agencies utilizing alpha/numeric agency unique coding that represents actual CARS coding must also create new translations in NSSA. That is, if the Company Account Code has not changed but any part of the relating CARS coding has changed, a new entry must be performed.

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### CIPPS Programmatic Data

Once programmatic data has been successfully updated in NSSA, there are 3 methods that may be used to update employee level programmatic coding in CIPPS:

1. On-line using the HMBU1 screen - CAPP Topic 50125, *Programmatic Data*.
2. Mass transaction update - CAPP Topic 50120, *Automated Changes*.
3. Batch interface prepared by the agency - CAPP Topic 70510, *CIPPS Magnetic Media Interface Requirements*.

These options are discussed in more detail below.

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## Implementation of Service Area Structure for FY 2007, continued

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**On-Line  
Changes  
(HMBU1)**

Online changes may be made to each affected employee's programmatic data using the HMBU1 screen. In addition to the 0R1 (Regular earnings programmatic data) record(s), employees may have additional programmatic records for other types of pay as well (0O1, 0O2, 0S2, 0S3, Special Pay Numbers). These must also be updated to reflect the appropriate service area code.

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**Mass  
Transactions  
By Org Code**

A mass transaction is a means to update certain data elements systematically. This requires a selection criteria based on a data element all the individuals in the group have in common. Quite often, the organizational code is used to identify the group. It is composed of four alphanumeric fields that can be used individually or in conjunction with one another to identify the desired target population. These fields are listed below:

- Division Number - 3 positions
- Office Number - 3 positions
- Department Number - 3 positions
- Section Number - 2 positions

Data elements upon which the selection can be made are limited by the software provider. A mass transaction cannot be performed by selecting any part of the existing Company Account Code or corresponding CARS coding.

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**Batch Interface**

A batch file of updating transactions to modify the employee level programmatic data is another option. Approval must be requested and received well in advance in order to invoke this option. Approval does not eliminate the requirement for the entry of the new coding structure in NSSA. Requests must be submitted to Lora George, Director of State Payroll Operations. CAPP Topic 70710, *CIPPS Magnetic Media Interface Requirements*, describes the general process. (Typically programmatic data is not allowed to be submitted in this fashion as the data is not validated against CARS when the NSSA table entry is bypassed which can lead to transactions residing on the error file.)

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## Implementation of Service Area Structure for FY 2007, continued

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**Default Coding** As part of the new agency set-up process, agencies must provide DOA with default expenditure coding for the CIPPS general ledger interface and the automated healthcare reconciliation. The payroll general ledger interface default coding serves as backup coding for posting agency payroll expenditures to CARS when programmatic data for an employee has not been established in CIPPS at the time of payroll certification. Agencies are responsible for correcting the expenditure coding when necessary using ATVs.

The automated healthcare default coding is used to charge agencies for premium shortages identified during the automated healthcare reconciliation process. Refer to CAPP Topic No., 50430, *Health Insurance*, for additional information on the reconciliation process.

Agencies may also need to update default coding applied to automated health insurance reconciliations and general ledger transactions. Please complete the form found at the end of this bulletin and fax to JR Rodgers at 804-225-3499 by June 15.

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**HM9U1** HM9U1 is the screen used to display the agency level programmatic table. When entering data for an employee on HMBU1, the Company Account Code is validated against this table and the corresponding CARS coding found is displayed on the employee record. This agency level table is populated by data entry in to NSSA. However there is no automated means to remove defunct coding from the table.

In June, a listing of all existing Company Account Codes and corresponding CARS data will be produced and distributed. Security will be modified to give agency personnel access to the HM9U1 screen so that codes which are no longer valid can be deleted. This exercise of removing invalid coding is highly suggested. The existence of defunct coding could cause payroll expenditure transactions to be placed on the error file. Access will be available from mid-June through August.

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**Effect on Leave Liability** As programmatic changes will be in place at the time leave liability is processed, there may be some reclassification required. To assist with identification of potential changes, the leave liability reports will be executed twice – first on June 15 and second on June 30. The June 30 reports will reflect the liability amounts to be certified. The June 15 reports will identify the FY 06 funding data to be used. For most agencies the funding reflected on the two sets of reports will not change due to the level at which the data is compiled.

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## Implementation of Service Area Structure for FY 2007, continued

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**Summary of  
Important  
Dates**

March 1 – DHRM distributes files to agencies for update and return

May 15 – CARS updated for new service area codes

June 1 – files to update employee's PMIS records due to DHRM

June 15 – Return Default Coding form to DOA

June 27 – Deadline to certify S/M payroll for PP 6/10 – 6/24 – all transactions will be charged to codes effective for FY07

June 28 – Opportunity to certify wage/special payrolls charged to FY 06 (will require the use of current expenditure codes).

July 1 – PMIS updated with new codes for service area structure

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## Department of Accounts

### Default Coding

To: John Rodgers  
Department of Accounts  
Fax: 804-225-3499

Agency Name: \_\_\_\_\_

Agency Number: \_\_\_\_\_

Effective July 1, 2006 please use the following default coding for the payroll general ledger interface when programmatic data for an employee has not been established in CIPPS at the time of payroll certification:

\_\_\_\_\_

Effective July 1, 2006 please use the following default coding to charge our agency for premium shortages identified during the automated healthcare reconciliation process:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Agency Fiscal Officer / Date